

# Cultural Arts Administrator



**Job Code:** 3551  
**Grade:** 132  
**Reports to:** Arts & Events Division Chief  
**Salary Range:** \$60,537 - \$94,011  
**FLSA Status:** Exempt

---

## **GENERAL STATEMENT OF DUTIES**

Performs specialized professional, administrative, and supervisory work of a difficult and responsible nature planning, developing, budgeting, and managing a variety of cultural activities and initiatives; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification works under general supervision in accordance with broad policies and with wide latitude for independent judgment as to details and execution, and is reviewed based on reports, conferences, and observation and evaluation of results achieved. Supervision is exercised over volunteer, part-time, and contract staff.

## **ESSENTIAL FUNCTIONS**

Planning, organizing, and implementing art programs and events; monitoring and evaluating programs and procedures; managing and judging art exhibits.

## **EXAMPLES OF WORK**

- Designs, develops, promotes, and directs a comprehensive City-wide cultural arts and humanities initiatives, programs, and events.
- Evaluates the quality and effectiveness of City art programs to ensure needs of community are being met, and to assure successful implementation of cultural master plan.
- Prepares and presents budget requests for programs, facilities, and projects; manages expenditures and maintains and prepares reports and records.
- Researches, writes, and presents complex reports, contracts, strategic plans and program documentations.
- Plans, organizes, promotes, and directs activities at facilities.
- Serves as team leader for the Arts Strategic Direction development and actualization.
- Plans, organizes, manages, and supervises blockbuster events.
- Develops, directs, monitors, and evaluates programming, policies, and procedures.
- Develops and maintains contacts with local, regional, state, and national art organizations, facilities, and artists.
- Assists with development of arts related documents and plans.
- Develops art programs for the community and special programming for pre-school, student, senior citizens, and special needs citizens.
- Manages art exhibits at galleries, City and State facilities; serves as juror at exhibits and competitions.
- Monitors and evaluates art programming and procedures.
- Negotiates with artists and agents.
- Manages Arts Council budget.
- Arranges technical requirements for shows such as lighting, sound equipment, and other requirements.
- Arranges hospitality for performers.
- Develops marketing plan for programs and exhibits, designs printed materials.

- Prepares grant applications and assists local art organizations with grant writing.
- Serves as liaison between City and Arts Advisory Board.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of visual arts, music, dance, theater, and literary arts.
- Thorough knowledge of art associations, organizations, museums, and other resources.
- General knowledge of theories, principles, practices, and techniques of strategic planning.
- Knowledge of financial planning, budgeting, cost accounting, and contract management.
- Knowledge of requirements and guidelines for grant writing and review.
- Ability to negotiate and implement exhibits, competitions, and programs.
- Ability to evaluate arts programs and make financial and budgetary decisions.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to prepare and present accurate and reliable oral and written reports, recommendations, and presentations following necessary research and analysis.
- Ability to communicate complex ideas effectively, orally and in writing.
- Ability to interact professionally and cooperatively and establish and maintain effective working relationships with art associations, organizations, artists, coworkers, City officials, public and private representatives, contractors, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Arts Administration, Recreation, Public Relations, Marketing, or related field. Five (5) years of progressively knowledgeable and responsible experience in organized public or private sector programming involving performing arts, visual arts, cultural programming, or special events; supervisor experience preferred; or any equivalent combination of education, training, and experience.

**WORK HOURS**

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

**WORK CONDITIONS**

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside environmental conditions.

**SPECIAL REQUIREMENTS**

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Cultural Arts Administrator position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes      ☐ No

---

Employee Signature

---

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

---

City of Gaithersburg  
31 South Summit Avenue  
Gaithersburg, MD 20877  
[www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)

Human Resources Department  
Phone: 301-258-6327  
Fax: 301-258-6414  
[hr@gaithersburgmd.gov](mailto:hr@gaithersburgmd.gov)